

**Handout 5-2: Sample EEI Worksheet**

<b>Incident:</b> Chemical Spill
<b>Requirement</b> (what information do I need) Current or forecasted weather changes that could affect airborne dissemination of the hazardous materials and impact life safety
<b>Decision</b> (what decision will this information support) Evacuation or shelter in place for the downwind community affected by a wind shift, or increase in wind speed
<b>Decisionmaker</b> (who needs the information to make an incident-related decision) Emergency Manager recommendation to Jurisdiction's Senior Elected Official
<b>Stakeholders</b> (who else may need this information) Incident Commander, Supporting Departments and Agencies Adjoining jurisdictions, Public
<b>Limitations</b> (dissemination, handling or storage restrictions for the information) Public notifications require PIO recommendation and EM Director approval
<b>Source</b> (where will I get this information) National Weather Service On scene weather monitoring
<b>Collector</b> (Who will collect this information) EOC Situational Awareness
<b>Frequency</b> (how often do I need to update/ disseminate this information) Monitor continuously and update any significant changes to current conditions or forecast
<b>Notes</b>